

# Retention and Classification Report

**Agency:** Utah County (Utah). County Surveyor (1225)

Administration Building  
100 East Center Street, #1300  
Provo, UT 84606

## **Records Officer**

05928 Plat maps  
05930 Utah lake level statistical data.

**AGENCY:** Utah County (Utah). County Surveyor

**SERIES:** 5928

3

**TITLE:** Plat maps

**DATES:** 1877-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These maps provide an overview of all incorporated and unincorporated areas of the county. They are used for reference purposes. Since many small communities cannot afford to have maps drawn some county surveyors provide this service. These maps serve as a basic representation of locations showing township, range, sections, streets, roads and blocks. In most counties, larger communities provide their own maps.

**RETENTION:**

Retain until filmed (prior to 1907); until superseded otherwise

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 3.

**AUTHORIZED:** 04/15/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 1907. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Aperture cards: For records prior to and including 1907. Retain in State Archives permanently with authority to weed.

Microfilm master: For records prior to and including 1907. Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Surveyor

**SERIES:** 5928

**TITLE:** Plat maps

(continued)

Microfilm duplicate: For records prior to and including 1907.  
Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1907 and continuing to the  
present. Retain in Office until superseded and then transfer to  
State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Plat maps have a limited retention, however the earliest archival  
holdings were retained on microfilm for research use.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Surveyor

**SERIES:** 5930

3

**TITLE:** Utah lake level statistical data.

**DATES:**

**ARRANGEMENT:** Alphanumerical by

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.